



Privacy Statement Deloitte Papua New Guinea | Recruitment Services

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Privacy Statement

Introduction

This Privacy Statement explains what personal information we may gather about you in connection with our services engagement and how this personal information may be used and shared. This Privacy Statement also sets out your rights in relation to your personal information and tells you who you can contact if you have questions.

To whom does this Privacy Statement apply and what does it cover?

This Privacy Statement applies to Deloitte Papua New Guinea (also referred to as "Deloitte PNG", "we", "us", and "our"), an entity within the Deloitte Network. As used in this Privacy Statement, the "Deloitte Network" refers to one or more of Deloitte Touche Tohmatsu Limited, a UK private company limited by guarantee ("DTTL"), its network of member firms, affiliates and their related entities. DTTL and each of its member firms are legally separate and independent entities. Please see <https://www2.deloitte.com/au/en/pages/about-deloitte/articles/about-deloitte.html> for a more detailed description of DTTL and its member firms.

This Privacy Statement sets out how we will process your personal information as part of providing external recruitment services on behalf of our client through the recruitment platform Avature.

Your personal information will be protected and handled with consideration for its confidentiality and we will only disclose it as set out in the "To whom will we disclose your personal information?" section below.

In this Privacy Statement, we refer to handling, collecting, protecting and storing your personal information as "processing".

What personal information do we collect?

In providing the services described above we may collect personal information relating to you such as:

- Name
- Contact Details (such as work or home address, email and phone numbers)
- Employment history
- Education
- Gender
- Age
- Financial information (such as current salary or wage information).

Where we receive sensitive information (e.g. racial or ethnic origin, religious beliefs, health information) or other information from which special

category personal information can be reasonably inferred, we will require explicit consent in order to process it.

How do we collect personal information?

Deloitte PNG may collect personal information about you in different ways:

- You may provide it directly to us;
- We may observe or infer it from the information you provide to us and/or the way you interact with us.

This personal information may be received through the Avature portal, via email or other written or verbal communications.

Without access to all the personal information that we need, we may be unable to provide or complete the services on behalf of our client including the processing of any application for a vacant position you may have applied for through the recruitment portal.

How do we use your personal information?

Deloitte PNG processes personal information about you to provide external recruitment services.

We may also use your personal information for the purposes of, or in connection with:

- Compliance with applicable legal, regulatory or professional requirements;
- Protecting our rights and/or property.

To whom will we disclose your personal information?

In connection with one or more of the purposes outlined in this Privacy Statement, we may disclose your personal information to:

- Clients who engaged Deloitte PNG to perform external recruitment services;
- Other members of the Deloitte Network;
- Competent authorities, including courts and authorities regulating us or another member of the Deloitte Network, in each case to comply with legal, regulatory or professional obligations or requests; and
- Administrative, support, infrastructure and other service providers handling your information on our behalf; in each case, such vendors and service providers will be contractually bound by confidentiality and privacy obligations consistent with the obligations in this Privacy Statement.

We will not sell or lease your personal information to others.

Please note that some of the recipients of your personal information referred to above may sometimes be located in other countries. Where those countries do not have data protection rules similar to those in effect

in your area of residence, appropriate safeguards will be in place to protect your personal information.

How do we protect your information?

We hold personal information in hard copy and electronic formats. We use a range of physical, operational and technological security measures to protect this information. These measures include:

- Staff education and training to ensure our staff are aware their privacy obligations when handling your personal information
- Administrative and technical controls to restrict access to personal information to only those people who need access
- Technological security measures, including fire walls, encryption and anti-virus software
- Physical security measures, such as staff security passes to access Deloitte PNG premises, and the use of laptop cable locks and privacy screens where appropriate.

What are your rights in relation to your personal information?

You have various rights in relation to your personal information. Depending on the jurisdiction in which you are located, you may have the right to:

- Obtain confirmation that we are processing your personal information and request a copy of the personal information we hold about you
- Ask that we update the personal information we hold about you, or correct such information that you think is inaccurate or incomplete
- Ask that we delete personal information that we hold about you, or restrict the way in which we use your personal information
- Withdraw consent to our processing of your personal information (to the extent our processing is based on your consent)
- Ask us to stop or start sending you marketing messages at any time
- Obtain and/or move your personal information to another service provider
- Object to our processing of your personal information.

To exercise any of your rights or raise any questions that you have about our use of your personal information, please contact your Deloitte Representative at pgrecruitment@deloitte.com.pg.

How can you access your personal information, or seek to have it corrected?

You will have access your personal information at all times by logging into your personal profile through the Avature platform. You can also seek to have that information corrected by a Deloitte staff member if you believe that it is incorrect.

If you require a Deloitte staff member to correct your personal information, please contact pgrecruitment@deloitte.com.pg. Our Deloitte representative or the privacy team will then get in contact with you (either by phone or via

email) and will work with you to provide you with access to your information or to determine whether it requires correction.

Who can you contact if you have further questions or if you wish to make a complaint?

Who should you contact?

If you have any questions or concerns regarding your privacy, or if you would like to make a complaint, please refer to our [Privacy policy](#) or contact the Deloitte Australia Privacy Officer at:

Privacy Officer
Deloitte Touche Tohmatsu
Level 1, 225 George Street
Sydney NSW 2000
privacy@deloitte.com.au

If you believe that the Privacy Officer has not adequately handled your query or issue, you may complain to the Complaints Officer whose contact details are as follows:

Complaints Officer
Deloitte Touche Tohmatsu
Level 1, 225 George Street
Sydney NSW 2000
complaints@deloitte.com.au

How do we handle complaints that we receive?

We take all the privacy complaints we receive seriously.

We will acknowledge the receipt of a complaint immediately and will work with you to resolve it. If you would like more information about our process for handling complaints, please see our [complaints handling policy](#).

What is our process for making changes to this Privacy Statement?

We may modify or amend this Privacy Statement from time to time.

To let you know when we make changes to this Statement, we will amend the revision date at the top of this page. The new modified or amended Privacy Statement will apply from that revision date. Therefore, we encourage you to periodically review this Statement to be informed about how we are protecting your information.

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